

# Welcome >

All error and informational messages will display at the top of the screen, below the title.

## Login

### Business Taxes:

**Enter your BEN, select Business Taxes, and press CONTINUE.**

**Business eFile Number (BEN):**  (8 digit number mailed to you)

☒ **Business Taxes(Withholding, Sales, Use, LPG Fuel, and Motor Fuel)**

### Individual Income/Corporation Income ePayments:

**Not enrolled?** [Click here.](#)

**Enrolled? Enter your BEN, select Individual Income/Corporation Income ePayments, and press CONTINUE.**

**Business eFile Number (BEN):**  (8 digit number mailed to you)

☐ **Individual Income/Corporation Income ePayments  
(IA1040/IA1040ES;IA1120/IA1120ES)**

**CONTINUE**

The Welcome screen will always be the point-of-entry for eFile & Pay.

## Your Profile >

The assigned User ID and the Password you create must be retained for future access. Please complete all fields. Then press CONTINUE.

### Create a user profile

**User ID: 0001** (Be sure to write this down for future access to the system)

Your Full Name:

Permit Number:  (Example: 42111111001)

Tax Type associated  
with  
Permit Number above:

Create a Web Password:  Password must be 8 alpha-numeric characters and must contain at least 1 number.

Confirm Web Password:

Create a Telephone  
Password:  Must be 8 digits in length.

Confirm Telephone  
Password:

Select a Password Hint  
Question 1:

Answer Password Hint  
Question 1:

Select a Password Hint  
Question 2:  Must be different than the hint in Question 1.

Answer Password Hint  
Question 2:

Business Contact Name:

\* Business Contact Email  
Address:

Business Contact  
Telephone Number:  (Example: 2225551212)

\* Optional: By entering your email address, you will have the ability to receive emailed confirmations of all filing and payment transactions performed on this system.

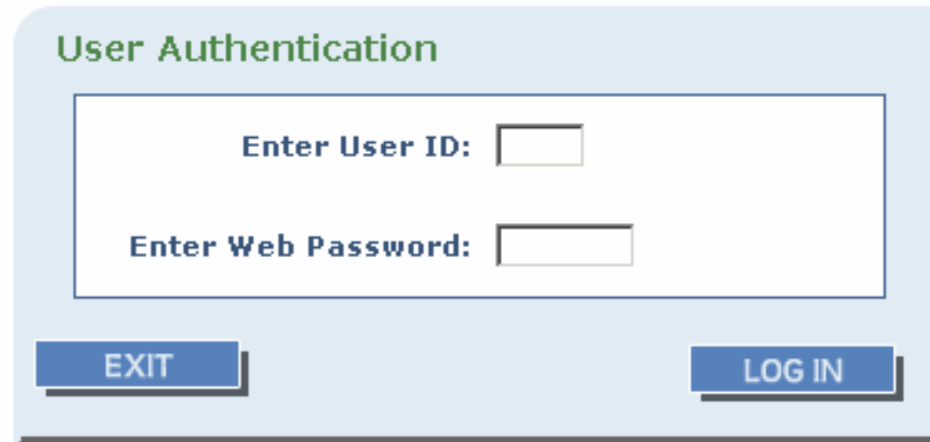
EXIT

CONTINUE

The first time you enter the system, the information on the Your Profile screen must be completed. This will only be required on the initial trip into eFile & Pay.

## Log In >

Please enter your User ID and Password, then press LOG IN. If you accessed eFile & Pay system by telephone for the first-time, before you used the web, please enter your 8 digit telephone password to gain access.



The image shows a 'User Authentication' login screen. It has a light blue background with a white rectangular area in the center containing two input fields. The first field is labeled 'Enter User ID:' and the second is labeled 'Enter Web Password:'. Below these fields are two blue buttons: 'EXIT' on the left and 'LOG IN' on the right. The title 'User Authentication' is written in green text at the top left of the screen.

**User Authentication**

Enter User ID:

Enter Web Password:

**EXIT** **LOG IN**

On subsequent entries into eFile & Pay, the Log In screen will appear immediately after the Welcome screen. The 4-digit User ID was assigned to you when you first used the system.

## Select an Option

### Select a tax type to file a return and make a payment.

- [Consumers Use](#)
- [Direct Pay](#)
- [Liquefied Petroleum Gas \(LPG\)](#)
- [Motor Fuel](#)
- [Retail Use](#)
- [Sales](#)
- [Iowa Withholding](#)

### Select an administrative function to perform.

- |   |  |
|---|--|
| ■ <a href="#">Add/Edit Users</a>        | ■ <a href="#">Make a Payment</a> (You must eFile a return first) |
| ■ <a href="#">Change a Profile</a>      | ■ <a href="#">Cancel a Payment</a>                               |
| ■ <a href="#">File for Your Clients</a> | ■ <a href="#">Cancel a Payment for Your Client</a>               |

### View "e" History

- |   |   |
|---|---|
| ■ <a href="#">View Returns "e" History</a>  | ■ <a href="#">View Cancelled Payments "e" History</a> |
| ■ <a href="#">View Payments "e" History</a> |   |

EXIT

## Third Party Main Menu >

[Instructions](#)

If you have an upload file containing 100 or more records, please review the information on the Help screen for tips on efficiently uploading your file.

If you are filing online, please enter the client e-File Number and Permit Number for whom you are filing:

### Select an Option

#### Third Party Filing

##### ■ File Online

Client e-File Number:

Tax Type:

Client Permit Number:

To file one client at a time, complete information requested and click File Online

**FILE ONLINE**

#### Bulk Filing Menu

##### ■ Upload a File

Select a Return to file from the list below:

- ☐ Iowa Withholding (Monthly, SemiMonthly)
- ☐ Iowa Withholding (Quarterly, Annual)
- ☐ Iowa Withholding (VSP)

If you have created a file for multiple clients, select type of return and click Upload

**UPLOAD**

**BACK**

**EXIT**

### File Type

Please select the type of file you will be sending. In a fixed length file, each field has a specified size that remains constant throughout the entire file. In a delimited file, all fields in a record are separated by a specified character.

Skip the first  lines of the file.

☐ Fixed Length

☐ File contains no line feeds

☒ Delimited File:

Field Delimiter:  ▼

☐ Other:

String Qualifier:  ▼

☐ Other:

### Actions

Press the MAIN MENU button if you do not wish to send a file or define your file layout. Otherwise, press the CONTINUE button to define your file layout.

**MAIN MENU**

**CONTINUE**

## Bulk Withholding Quarterly/Annual File Layout [Instructions](#)

### File Layout

Describe the fields in your file using this section. Use the numbers on the left side to reorder the field (you can use any numbers you want - the fields will be automatically renumber when you hit the refresh button). When using a fixed-length file, specify the length of each field in your file. For dates and times, specify the format using the drop down list. For numbers, if there is an implied decimal, specify how many decimal places are implied. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

	Field	Max Size	Format	Remove
1	Client Business eFile Number	8	Text Field	Required
2	Client Permit Number	12	Text Field	Required
3	Period End Date [MM/DD/YYYY]	10	Text Field	Required
4	Return Type	1	Text Field	Required
5	Withholding This Quarter	9	Text Field	Required
6	Less Deposits	10	Text Field	Required
7	Less Credits	10	Text Field	<input type="checkbox"/>
8	NJC	10	Text Field	<input type="checkbox"/>
9	SJC	10	Text Field	<input type="checkbox"/>
10	ACE	10	Text Field	<input type="checkbox"/>
11	Other Credits	10	Text Field	<input type="checkbox"/>
12	Adjustments	10	Text Field	<input type="checkbox"/>
13	Total Credits	10	Text Field	Required
14	Balance Due	10	Text Field	Required
15	Penalty	10	No Implied Decimal # of Places: <input type="text"/>	<input type="checkbox"/>
16	Interest	10	No Implied Decimal # of Places: <input type="text"/>	<input type="checkbox"/>
17	Total Amount Due	12	No Implied Decimal # of Places: <input type="text"/>	Required
18	Payment Amount	11	No Implied Decimal # of Places: <input type="text"/>	<input type="checkbox"/>
19	Payment Date [MM/DD/CCYY]	10	Text Field	<input type="checkbox"/>
20	Payment Method	1	Text Field	Required

This is a sample of a quarterly / annual bulk file layout.

Layout continues on next slide

## Layout continued

21	↕ ↕	Bank Account Type	1	Text Field	<input type="checkbox"/>
22	↕ ↕	Bank Routing Number	9	Text Field	<input type="checkbox"/>
23	↕ ↕	Bank Account Number	17	Text Field	<input type="checkbox"/>

**Filler Fields**  
If your file has fields that are not mentioned in this data layout, you can add a filler field in its place. These fields will be ignored when your file is processed.

☐ **Add Filler** Position:

**Actions**  
Press the MAIN MENU button if you do not wish to send a file or define your file layout. Press the REFRESH button to apply all of the updates that you have made to the current screen; you will be presented with the latest view of your file layout. Press the BACK button to change the type of file you are sending. Press the CONTINUE button to specify the file you wish to send for processing.

## Bulk Withholding File Upload >

[Instructions](#)

### Send File

Use the browse button to search for the file on your computer that you wish to upload to the server for processing.

☒ **Send File Now:**

☐ **Save Configuration for Batch Send:**

Browse...

### Actions

Press the MAIN MENU button to go back to the Bulk Filing Main Menu. Press the BACK button to modify the layout of your file. Press the CONTINUE button to preview your file.

MAIN MENU

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CONTINUE

Click the Browse button to find the file you created with your client's information.

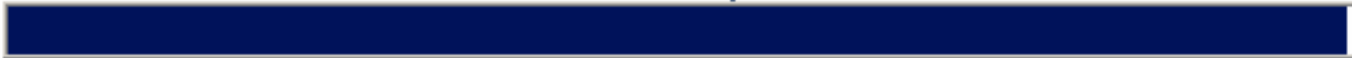
## Bulk Withholding Processing >

[Instructions](#)

Processing

**Your file is being sent. Please leave your browser window open until the process is 100% complete. The progress will automatically update every few seconds.**

100% Complete



3 Records Processed

## File Preview

### Actions

Press the **MAIN MENU** button if you do not wish to send a file now. Press the **BACK** button to specify a different

**MAIN MENU** **CONTINUE**

### Results

Below is a sample of your file showing the first 10 records. Verify that this information is correct.

		Result	Client Per	Period En	Return Ty	Withholdi	Less Depd	Less Cred	NJC	SJC
1	Record is	88776765	030455938	03/31/2008	o	52500	0	0	0	0
2	Record is	88776488	363951618	03/31/2008	o	120	0	0	0	0

Continued Below. File preview will only validate the first 10 records for proper layout.

file to send. Press the **CONTINUE** button to send your file.

HAC	ACE	Adjustme	Total Cre	Balance I	Penalty	Interest	Total Amc	Payment	Payment	Payment	Bank Acc	Bank Rou	Bank Account Nu
0	0	0	0	52500	0	0	52500	52500	03/31/2008	E	C	073911061	123456789
0	0	0	0	120		0	0	120	03/31/2008	e	c	073911061	123

## Actions

Press the MAIN MENU button to return to the Bulk Filing Main Menu. Press the BACK button to specify another file to send.

[EXIT](#)[< BACK](#)

## Results

These are the results of this upload.

The DWI was able to import 1 records from the file you uploaded.

Click on the "View" links below to see results from the file you just sent. Right-click on the "Save" links below to save results on your computer.

## Results

<b>Total Records:</b>	2	<a href="#">View</a>	<a href="#">Save*</a>	
<b>Successful Records:</b>	1	<a href="#">View</a>	<a href="#">Save*</a>	
<b>Failed Records:</b>	1	<a href="#">View</a>	<a href="#">Save*</a>	<a href="#">Save Failed Only*</a>

## View Failed Results



[Instructions](#)

### Actions

Press the EXIT button to return to the Bulk Filing Main Menu. Press the BACK button to specify another file to send.

	Result	Client Permit Number	Period End [MM/DD/CCYY]	Withholding this Period
1	Already Filed. Confirmation: 5033000019	555444999001	02/28/2005	30000
2	802	883909323001	02/30/2005	10000

[MAIN MENU](#)

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Less Credits	Balance Due	Penalty	Interest	Total Amount Due	Payment Amount	Payment Date [MM/DD/CCYY]
0	30000	0	0	30000	30000	03/01/2005
0	10000	0	0	10000	10000	03/02/2005

r]	Payment Method	Bank Account Type	Bank Routing Number	Bank Account Number	Client Business eFile Number
	E	C	073911061	12345678	10000031
	E	C	073911061	88888888	10000048

## Error Codes >

[General Error Codes](#)

[Withholding Error Codes](#)

[Retailer's Sales Error Codes](#)

[Retailer's Use Error Codes](#)

[EFT Error Codes](#)

[Consumer's Use Error Codes](#)

[Direct Pay Error Codes](#)

[Upload Error Codes](#)

### General Error Code Descriptions

- 800** Cannot Validate BEN - Please retry or contact IADOR.
- 801** You have entered an invalid Business eFile Number. Must be an 8-digit Business eFile number.
- 802** Invalid Period End Date
- 803** Invalid Tax Type
- 804** Invalid Frequency
- 806** Invalid Permit Number
- 807** Invalid Return Type
- 808** Invalid Payment Date
- 809** Invalid Payment Amount
- 810** Invalid Bank Account Type
- 811** Invalid Bank Routing Number
- 812** Invalid Bank Account Number
- 813** Invalid Payment Method
- 814** An Original Return for this Return is not on file
- 900** Technical Difficulties - Calculating withholding

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Error Codes continue on next slide

## Error Codes continued

### Withholding Error Code Descriptions

- 101** You have entered an invalid amount for Iowa Tax Withheld.
- 102** You have entered an invalid deposit amount.
- 103** You have entered an invalid credit/adjustment amount.
- 104** You have entered an invalid amount for NJC.
- 105** You have entered an invalid amount for SJC.
- 106** You have entered an invalid amount for HAC.
- 107** You have entered an invalid amount for ACE.
- 108** You have entered an invalid adjustment amount.
- 109** You have entered an invalid amount for Total Credits.
- 110** You have entered an invalid amount for Balance Due.
- 111** You have entered an invalid amount for Penalty.
- 112** You have entered an invalid amount for Interest.
- 113** You have entered an invalid Total Amount Due.
- 114** You have entered an invalid Total Credit Payments.
- 115** The credits entered cannot exceed the amount of withholding entered.
- 116** The sum of credits/adjustments does not match the amount entered on Line 3.
- 117** You have entered an invalid Withholding Payment Amt.
- 120** Sum of credits and payments do not match with amount withheld.
- 121** You have entered an invalid Period End.

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### EFT Error Code Descriptions

- 142** Payment Method should be Z for Zero Tax Due.
- 143** Payment Method should be N for negative tax.
- 151** MakeAPayment failed.
- 160** Load Payments failed.
- 161** Insert Return failed.

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## Bulk Withholding VSP File Layout >

[Instructions](#)

This is a sample of Annual Verification of Summary Payments Report. Due each year by February 28<sup>th</sup>.

### File Layout

Describe the fields in your file using this section. Use the numbers on the left side to reorder the field (you can use any numbers you want - the fields will be automatically renumber when you hit the refresh button). When using a fixed-length file, specify the length of each field in your file. For dates and times, specify the format using the drop-down list. For numbers, if there is an implied decimal, specify how many decimal places are implied. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

		Field	Max Size	Format	Remove
<input type="text" value="1"/>	↑ ↓	Client Business eFile Number	8	Text Field	Required
<input type="text" value="2"/>	↑ ↓	Client Permit Number	12	Text Field	Required
<input type="text" value="3"/>	↑ ↓	Period End [MM/DD/CCYY]	10	Text Field	Required
<input type="text" value="4"/>	↑ ↓	IA Withholding on W2/1099	9	Text Field	Required
<input type="text" value="5"/>	↑ ↓	Credits	9	Text Field	Required
<input type="text" value="6"/>	↑ ↓	Withholding Payments	9	Text Field	Required
<input type="text" value="7"/>	↑ ↓	Total Credits/Payments	9	Text Field	Required
<input type="text" value="8"/>	↑ ↓	Return Type	1	Text Field	Required

### Filler Fields

If your file has fields that are not mentioned in this data layout, you can add a filler field in its place. These fields will be ignored when your file is processed.

☐ Add Filler Position:

### Actions

Press the MAIN MENU button if you do not wish to send a file or define your file layout. Press the REFRESH button to apply all of the updates that you have made to the current screen; you will be presented with the latest view of your file layout. Press the BACK button to change the type of file you are sending. Press the CONTINUE button to specify the file you wish to send for processing.

MAIN MENU

REFRESH

< BACK

CONTINUE

## Bulk Withholding Monthly Semi-Monthly File Layout ➤

[Instructions](#)

### File Layout

Describe the fields in your file using this section. Use the numbers on the left side to reorder the field (you can use any numbers you want - the fields will be automatically renumber when you hit the refresh button). When using a fixed-length file, specify the length of each field in your file. For dates and times, specify the format using the drop-down list. For numbers, if there is an implied decimal, specify how many decimal places are implied. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

	Field	Max Size	Format	Remove
<input type="text" value="1"/>	⬆ ⬇ Client Business eFile Number	8	Text Field	Required
<input type="text" value="2"/>	⬆ ⬇ Client Permit Number	12	Text Field	Required
<input type="text" value="3"/>	⬆ ⬇ Period End [MM/DD/CCYY]	10	Text Field	Required
<input type="text" value="4"/>	⬆ ⬇ Withholding this Period	9	Text Field	Required
<input type="text" value="5"/>	⬆ ⬇ Less Credits	10	Text Field	Required
<input type="text" value="6"/>	⬆ ⬇ Balance Due	10	Text Field	Required
<input type="text" value="7"/>	⬆ ⬇ Penalty	10	Implied Decimal # of Places: <input type="text" value="2"/>	<input type="checkbox"/>
<input type="text" value="8"/>	⬆ ⬇ Interest	10	Implied Decimal # of Places: <input type="text" value="2"/>	<input type="checkbox"/>
<input type="text" value="9"/>	⬆ ⬇ Total Amount Due	12	No Implied Decimal # of Places: <input type="text" value="2"/>	Required

Bulk Withholding Monthly Semi-Monthly File Layout continued on next slide

## Bulk Withholding Monthly Semi-Monthly File Layout continued

10	↑ ↓	Payment Amount	11	No Implied Decimal	# of Places: 2	<input type="checkbox"/>
11	↑ ↓	Payment Date [MM/DD/CCYY]	10	Text Field		<input type="checkbox"/>
12	↑ ↓	Payment Method	1	Text Field		Required
13	↑ ↓	Bank Account Type	1	Text Field		<input type="checkbox"/>
14	↑ ↓	Bank Routing Number	9	Text Field		<input type="checkbox"/>
15	↑ ↓	Bank Account Number	17	Text Field		<input type="checkbox"/>

### Filler Fields

If your file has fields that are not mentioned in this data layout, you can add a filler field in its place. These fields will be ignored when your file is processed.

☐ **Add Filler** Position: 0

### Actions

Press the MAIN MENU button if you do not wish to send a file or define your file layout. Press the REFRESH button to apply all of the updates that you have made to the current screen; you will be presented with the latest view of your file layout. Press the BACK button to change the type of file you are sending. Press the CONTINUE button to specify the file you wish to send for processing.

MAIN MENU

REFRESH

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CONTINUE